



Lamoine Board of Selectmen

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Storm Closing / Absence Policy

Purpose – It is the purpose of this policy to provide guidelines to key decision makers for the Town of Lamoine when weather or other situations require that the town office not be open during advertised business hours. The Board of Selectmen recognizes that circumstances exist that might require closure in the interest of staff safety and / or public safety.

Weather Related Emergency Closures – When weather conditions exist or are forecast during regularly advertised business hours for the Lamoine Town Office or Transfer Station, the Administrative Assistant (or, Town Clerk if the Administrative Assistant is absent) shall consult in advance with the Chair of the Board of Selectmen regarding possible facility closure. A determination shall be made whether:

- Normal office business operations will place town office staff in peril by commuting to or from the town facility.
- The expected duration of the weather event.
- The Chair of the Board of Selectmen may declare a weather related emergency facility closure, and the facility shall close for the appropriate amount of time until such peril passes.

Emergency Closure – If because of an emergency situation, such as a fire call to which town staff might be responding, the facility shall be secured and a sign placed in an appropriate location indicating the nature of the closure. (Generally this would happen during the lunch hour when staff members may be out of the town office and other staff members are responding to an emergency.)

If there is an emergency at a facility that requires closure (such as a robbery, utility system failure and other situations that may render the facility unusable), the Board of Selectmen shall be notified as soon as possible and notification made as per the public notice protocol in this policy.

Non-Emergency Staffing Shortages – Should a staff member be absent requiring the facility to close during normal business hours, the Board of Selectmen shall be notified via e-mail regarding the planned closure time, if possible. Generally such closures shall be of a relatively short duration (less than 2-hours).

Public Notice - The town office staff will notify the public of the closure through the following means, if possible:

- Post the closure times on the Town of Lamoine website.
- Place an outgoing message on the telephone answering machine.
- Post a notice about the closure on the Town's Facebook page.
- Notify News Media outlets regarding the closure, and placing said closure on TV and local radio cancellation sites if possible.

- Notify the Board of Selectmen in regard to the closure
- Place a written notice at the appropriate facility regarding the closure.

Additional Measures – When practical, the town office telephone will be placed in a call forwarding mode (*72) and calls would be forwarded to the town administrator's cell phone. Callers will be told that the facility is closed due to an emergency situation. When the closure is over, the call forwarding mode shall be discontinued (*73)

If available, notification of the closure will be placed on the Town's cable TV system utilizing the message notification system

Employee Impact – Emergency closures, when approved by the Board of Selectmen, shall not be charged against available vacation or sick-leave time of full time, salaried, employees. Should an hourly employee be expected to work during the time of the closure, the employee shall be compensated for the time they would have been scheduled to work but could not because the town facility was not open.

The non-emergency absence of an employee shall be charged to that employee's sick time or vacation time, or compensatory time (hours worked in excess of the expected and compensated amount) from the previous two week period if available. If no vacation, compensatory or sick time is available, the employee with the non-emergency absence shall have an amount withheld from their salary equivalent to an hourly rate for the hours during which the non-emergency absence occurs. (For example, if an employee opts to not work on a rainy day, is scheduled for a 7-hour day, and there is no vacation, sick or compensatory time available, the worker's pay shall be reduced by 7 hours times the calculated hourly rate based on the contracted salary).

A non-emergency absence of an hourly employee will result in no compensation for the affected employee during that absence. If at all possible, arrangements shall be made for a substitute employee to fill in during non-emergency absences.

All employees utilizing a non-emergency absence shall notify the Administrative Assistant to the Board of Selectmen prior to their scheduled absence.

Approved this 23rd day of March, 2017 by:

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The Lamoine Board of Selectmen